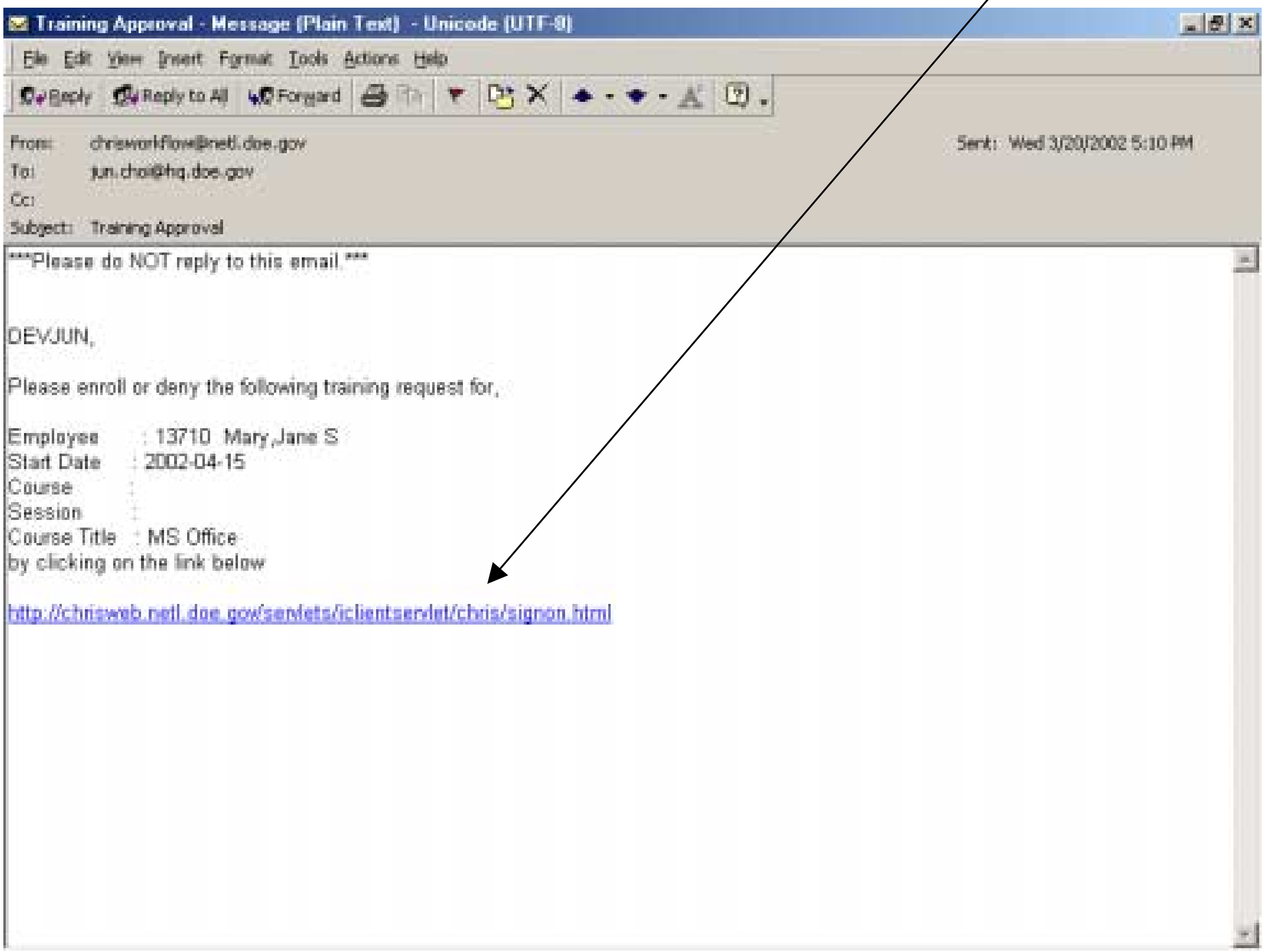
Instructions For Training Workflow Processors

STEP 1:

You will receive an email notification to process an employee's training request(s). Select the link in the email to access CHRIS.



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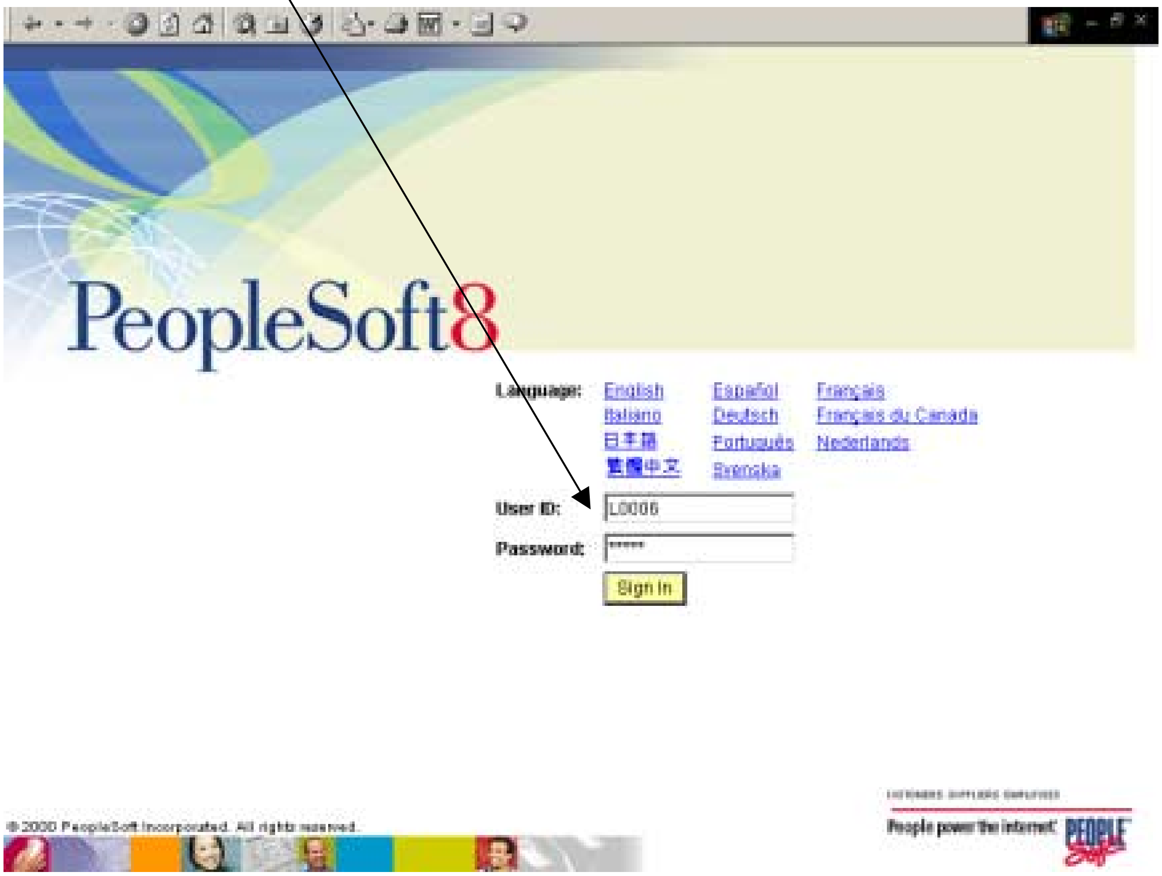
STEP 2:

Enter your CHRIS User ID and Password. Note: User ID and Password are case sensitive.



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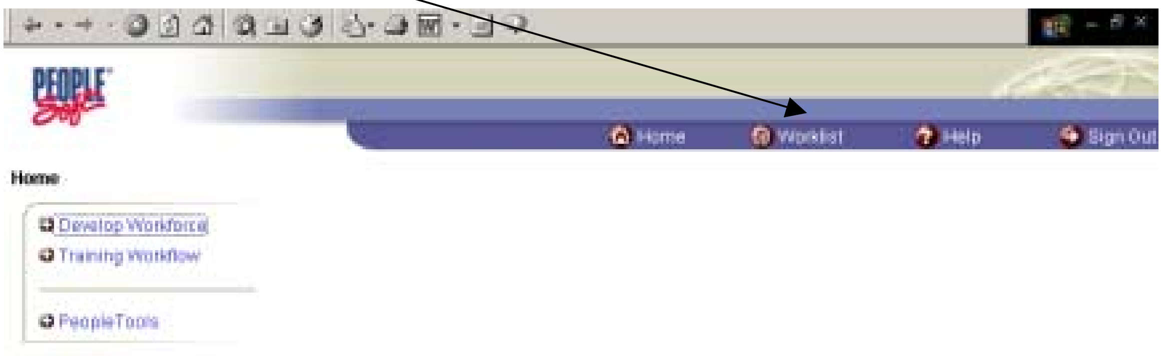
STEP 3:

Training Processors will have access to Develop Workforce, Training Workflow, and Worklist. You should click on Worklist to retrieve all training requests.



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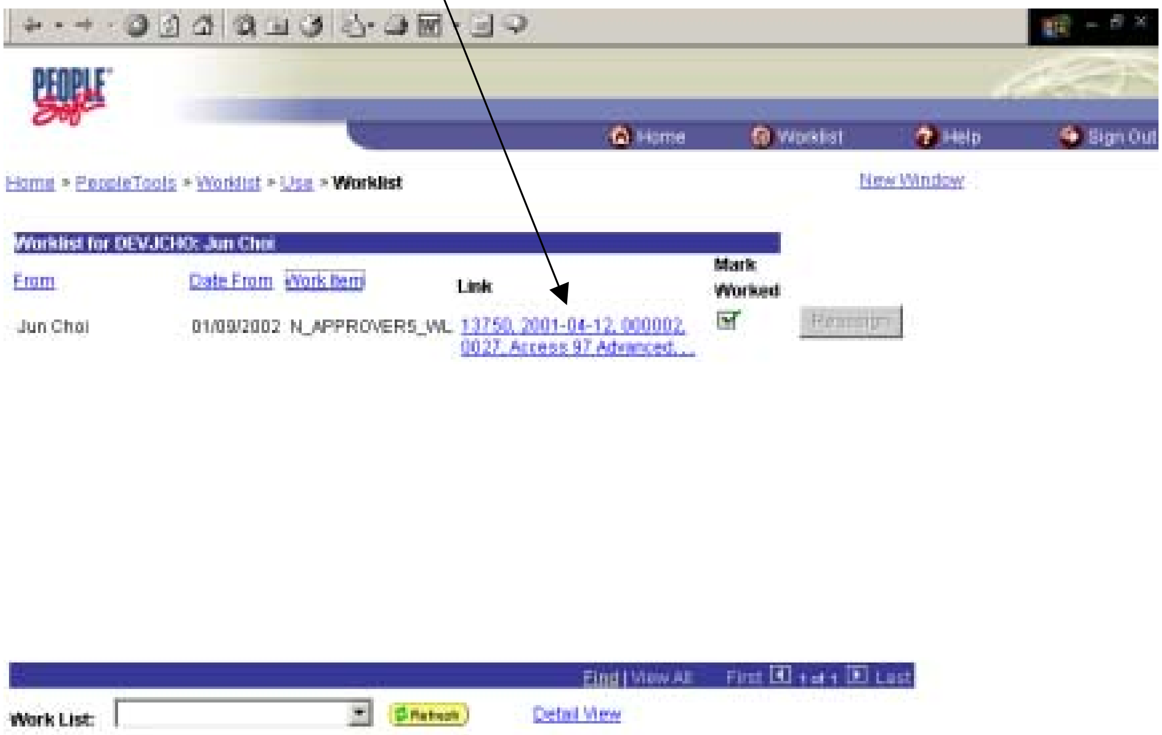
STEP 4:

This example shows that the processor has one training request to process for employee 13750. To process the training request, click on the link.



NOTE: "Date From" reflects the date the action was placed on your Worklist.

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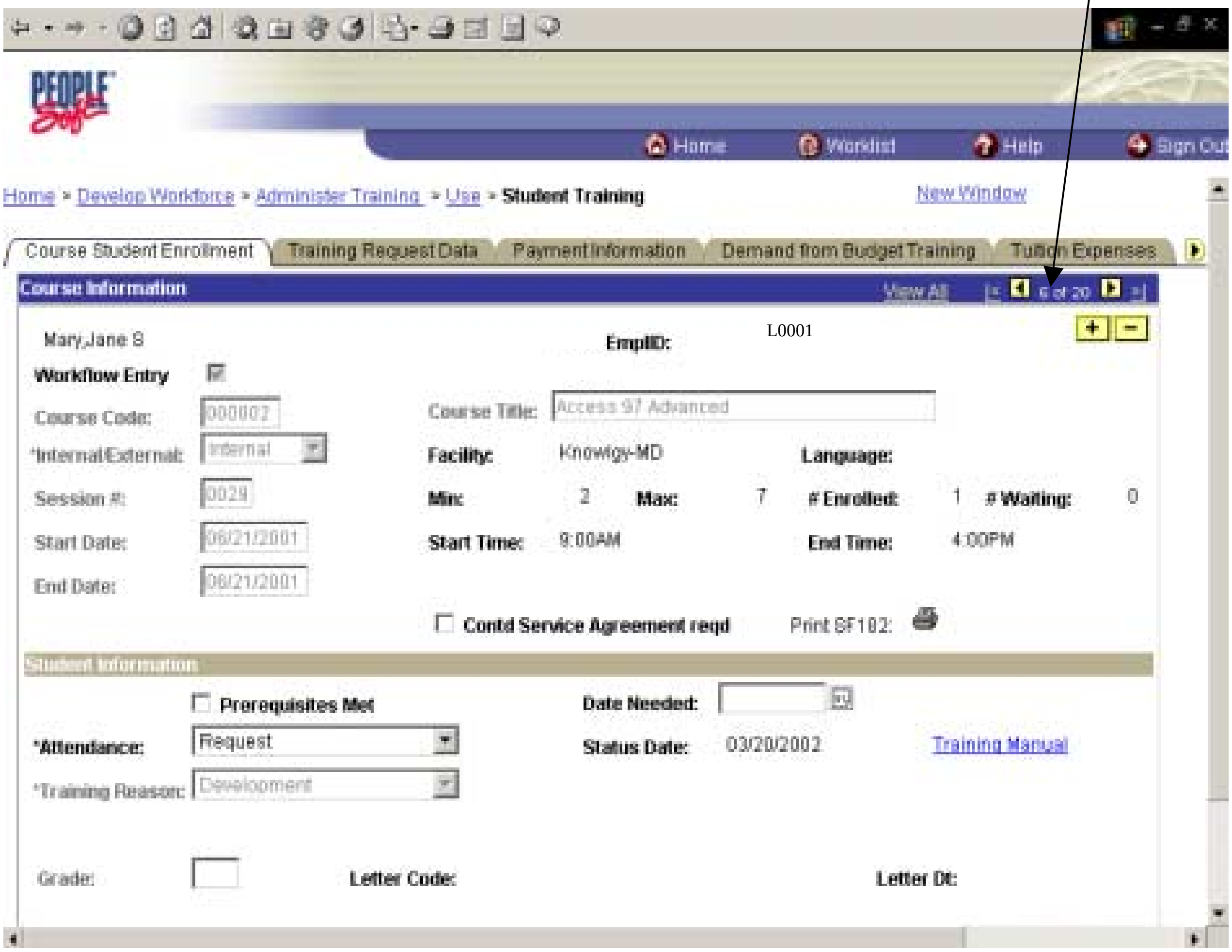
STEP 5:

Note that you are now in the employee's CHRIS training record. However, you may have to navigate to the specific training request. Verify that you are on the correct record by using the information provided in the email.



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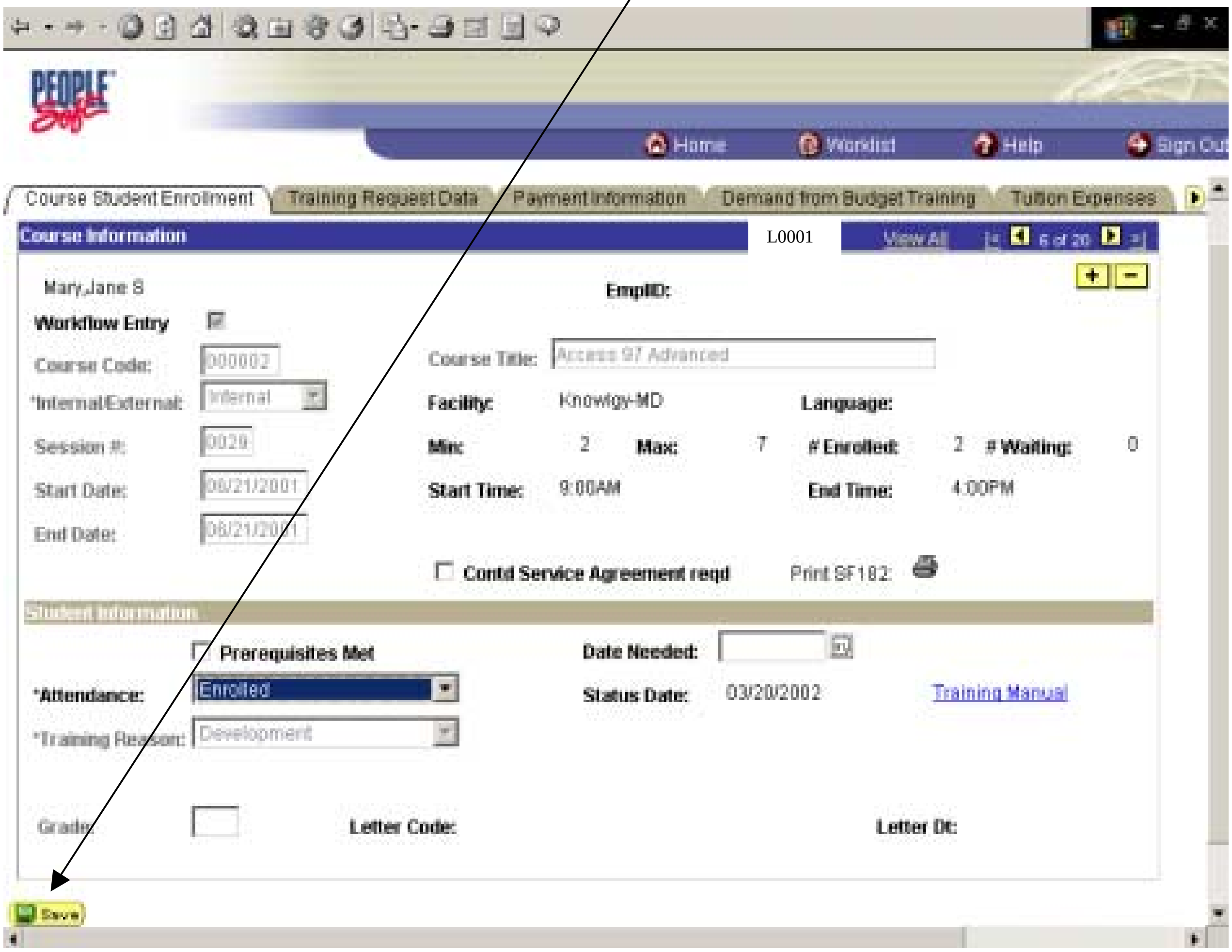
STEP 6:

Complete all of the required information on all Tabs and Save as usual. Once the record has been saved, an email notification will be sent to the employee.



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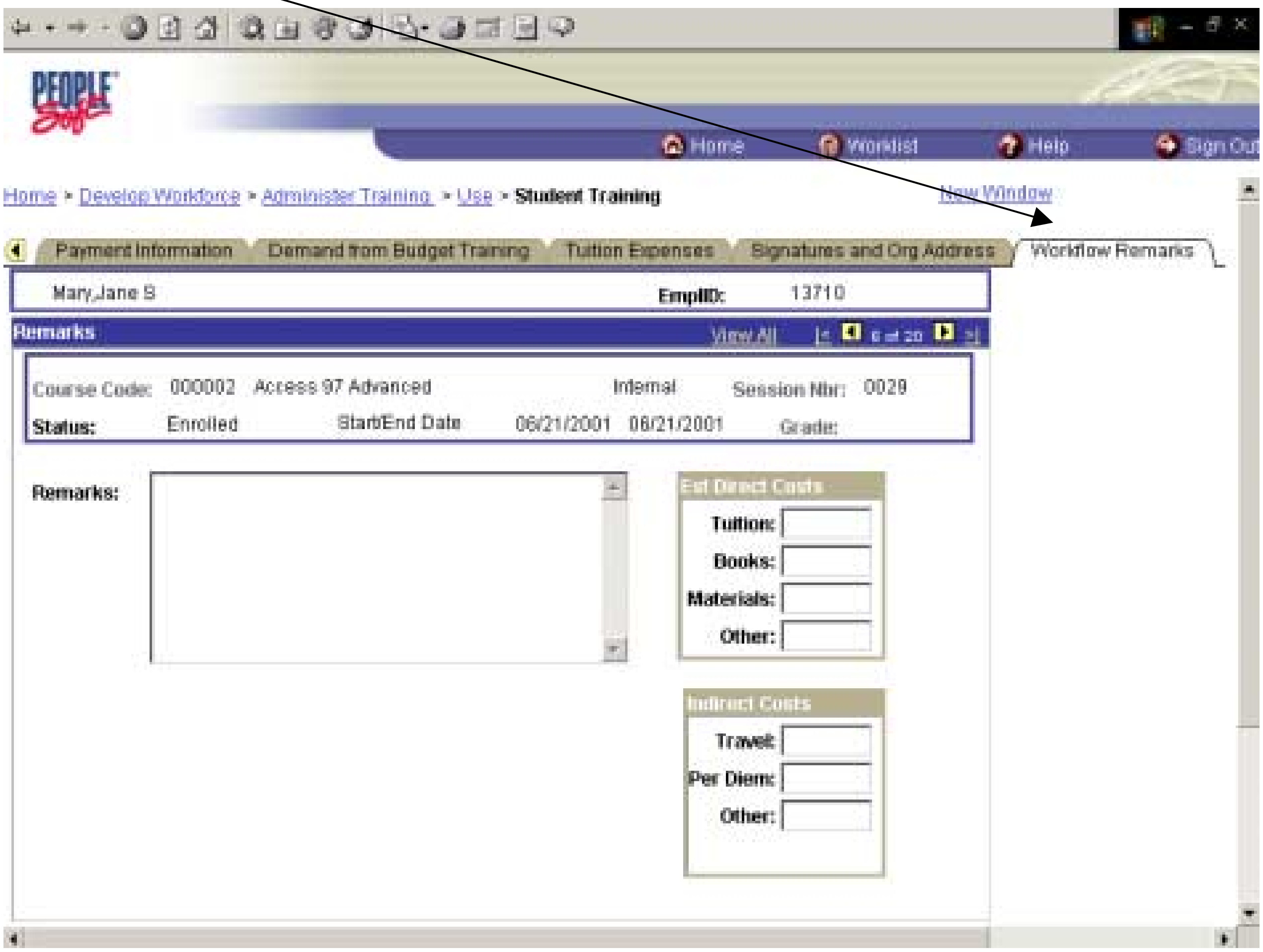
STEP 7:

To review information entered by the employee through the Workflow Training Request, click on the Workflow Remarks tab.



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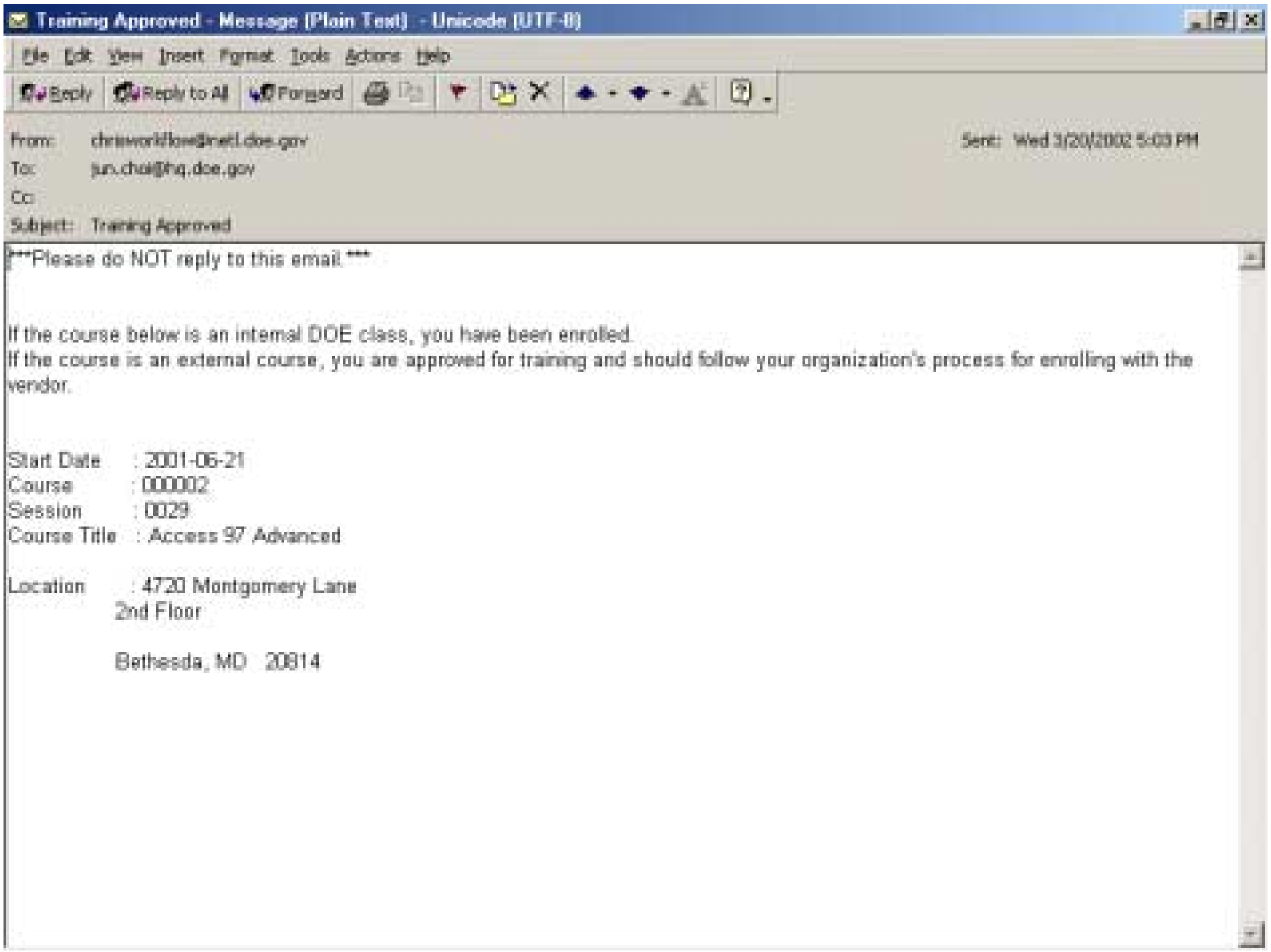
STEP 8:

Once you process the training request, the employee will receive an email notification that he/she has been enrolled.



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STEP 9:

If you deny the training request, the employee will receive an email notification that the training was denied.